

A SAFE WORKPLACE STARTS WITH YOU



DO YOU HELP MAKE OUR WORKPLACE SECURE?

☐ Did you lock your car when you left it in the parking lot this morning?

☐ If you are the last to leave at night, do you lock the door to your office or notify security?

☐ Did you report that broken light in the stairwell?

☐ Do you insist on identification from repair persons who come to work in the office? Are you extra alert while they are there?

☐ Do you know the location of the fire exits in your building?

☐ Do you keep your purse with you or locked in a drawer or closet instead of at your desk or on a table?

☐ If something suspicious or frightening happened—a stranger loitering near the door, a burglary, a telephone bomb threat—do you know the telephone numbers for the security, police and fire departments?

☐ Do you keep track of the office keys in your possession, storing them in a secure place and not handing them out to unauthorized persons?

☐ Do you shred important papers before discarding them in the wastebasket?

☐ Do you avoid letting telephone callers know that your boss or fellow workers are out of town?

☐ If a co-worker were the victim of a crime, would you know how to help?

SAFETY IN TRANSIT

✓ If you are working late or reporting in early, try to meet another employee to ride together and enter or leave together. If you're in a one-person office or store, check with neighboring businesses to see if any of their employees have similar schedules. Make certain you have the most up-to-date schedules if you take public transportation.

✓ Don't get in elevators with people who look out of place or behave in a strange or threatening way. Report such individuals to security or the police.

✓ Don't use the stairs alone. Stairwells can be traps as well as a way to save time or get some exercise. Never enter a stairwell to escape pursuers or potential attackers. Go to an office where there are other people.

✓ Be extra cautious when using restrooms that are in isolated locations, poorly lighted, or open to the public.

✓ If you bank for your business, vary your route and times of departure. Conceal the bank bag.

PARKING LOT SENSE

✓ Park in well-lighted, heavily traveled areas if possible. If you know you are going to be staying late, check for lights when you park in the morning. If there are no spaces near lights, move your car to a better location at noon or when other employees begin to leave for the day.

✓ If you are working late, ask the security guard or a co-worker to escort you to the parking lot.

✓ Always lock your car and roll the windows up all the way. If you notice any strangers lurking in the parking lot, notify security or the police immediately.

✓ Don't leave any valuable items in plain view inside your car. Leave them at home or lock them in the trunk.

✓ When you approach your car, have your key ready and check the floor and back seats before you get in.

OFFICE SECURITY

✓ Keep your purse, wallet, or other valuable items with you at all times or locked in a drawer or closet. Don't leave a purse on a desk or a wallet in a jacket that's left on a chair or coat rack.

✓ Never leave your keys lying about.

✓ Never leave change or cash on the desk or in a top drawer. Instead, place any cash in an envelope and put it in a drawer that you can lock.

✓ If you bring any personal items to work, such as a coffee pot, a radio, or a calculator, make sure they are engraved with your name or initials and an identification number.

✓ Check the identification of any strangers who ask for confidential information or any delivery or repair persons who want to enter an area restricted to employees. Don't be afraid to call for verification.

✓ If you notice any suspicious persons or vehicles, notify security personnel or the police. Be especially alert in large office buildings and after normal working hours.

✓ When you are working in an office or store after normal working hours, be sure you have closed and



locked exterior doors and windows. If you have a perimeter alarm system, leave it on for extra protection.

✓ Report any broken or flickering lights, dimly lit corridors, doors that don't lock properly, broken windows, or broken pay phones to maintenance and security.

✓ Be discreet. Don't advertise your social life or vacation plans and those of your co-workers to strangers visiting your place of work.

✓ Keep the emergency numbers for security, the police, and the fire departments posted near every phone. It's also a good idea to write the address of the building on or near the phone. People often forget addresses when reporting an emergency at work. Post a list of employers who are trained in CPR or emergency first aid along with their extension numbers.

✓ If you are responsible for office keys, don't leave them on your desk or in the top drawer where they could be easily taken and copied. Keep them with you or hide them in a secure place. Only give out keys to persons who have a legitimate need and make sure they are returned.

✓ Never write down safe or vault combinations or computer passwords.

✓ Know your co-workers and look out for each other. Ask a friend to watch your desk while you're in another room or out for lunch and volunteer to do the same. Find someone who leaves at the same time or takes the same bus or subway and walk together.

✓ If you're going to be away from your desk, ask someone to answer your phone or have your calls forwarded to another extension.

✓ Always let someone know where you'll be, whether it's coming in late, working late, going to the computer room, going out to lunch or to a meeting. If you have an accident, they will have an idea about where you are and eventually come looking for you.

✓ Make sure all the equipment in your office—typewriters, word processors, copy machines, calculators, computers—has been engraved with an identification number.

✓ Make sure copiers are turned off after hours and critical files are secure.

IF YOU ARE A VICTIM

✓ Stay calm, try not to panic or show any signs of anger or confusion. If you are confronted by an armed robber, cooperate. Don't risk physical harm. Call security and the police as soon as possible. A good description will be vital to the police, so try to remember everything you can about the thief, robber, or assailant. Important things to look for are height and weight, race, sex, age, color of hair and haircut, complexion, facial hair (beard, mustache, sideburns), color of eyes and eyeglasses, scars or other unusual marks, speech including accent or lisp, clothing, jewelry, weapon, vehicle color and make, license number, and direction of escape.

Contact your local victim services agency or mental health center to help you cope with the trauma that any victimization causes.

TAKE ACTION TODAY!

✓ Role play responses to armed robbery, attempted rape, and theft of a purse with co-workers. Discuss what you should and should not do.

✓ Help co-workers who are victims of crime. Listen sympathetically without judging their behavior. Offer to help with things like getting to court and contacting a victim services program. You might be able to handle part of their workload if they have to testify.



A message from
The National Crime Prevention
Council in partnership with ADT.

Crime Prevention tips from:

The National Crime Prevention Council
1700 K Street, NW Second Floor
Washington, DC 20006-3817

and

FORT MONMOUTH
CRIME PREVENTION
SEE IT! HEAR IT! REPORT IT!
532-1112



Help me, McGruff

TAKE A BITE OUT OF
CRIME



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